LMS USER GUIDE
HISTORICAL LEARNING

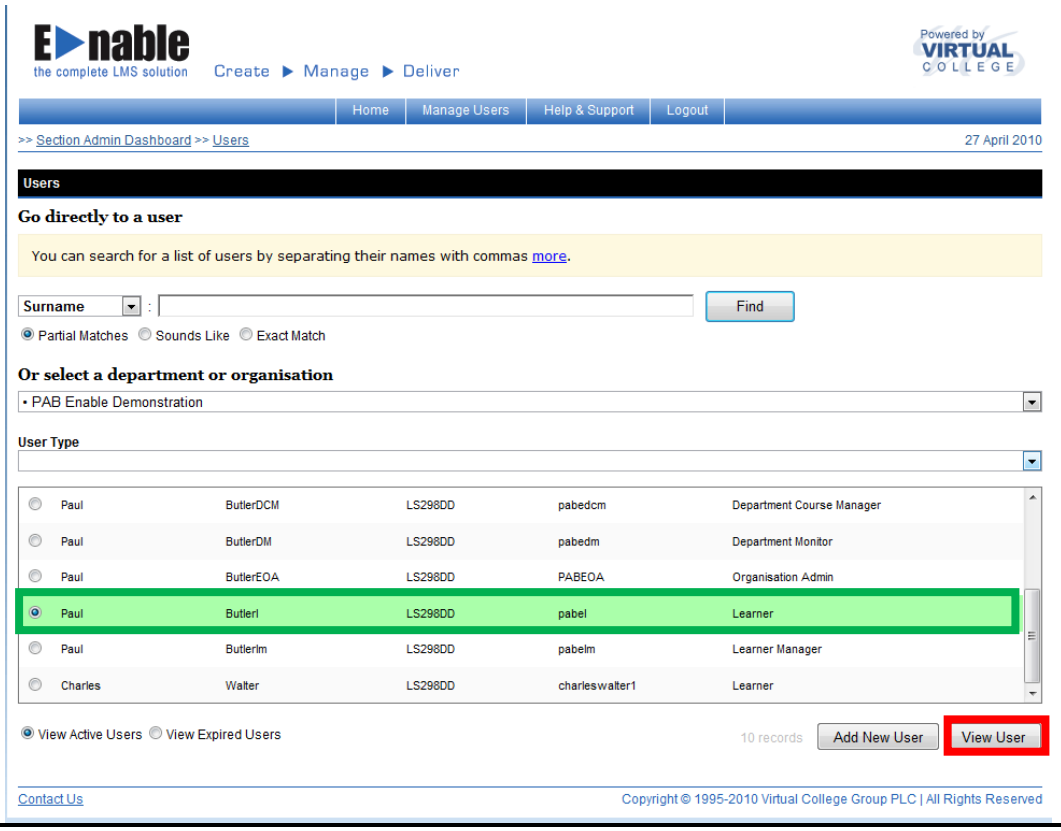
INFORMATION – This functionality enables Learners to record previous training through the LMS.

HISTORICAL LEARNING – ADMINISTRATORS VIEW

1) Navigate to **Users** using the relevant procedure for your level of access as shown below

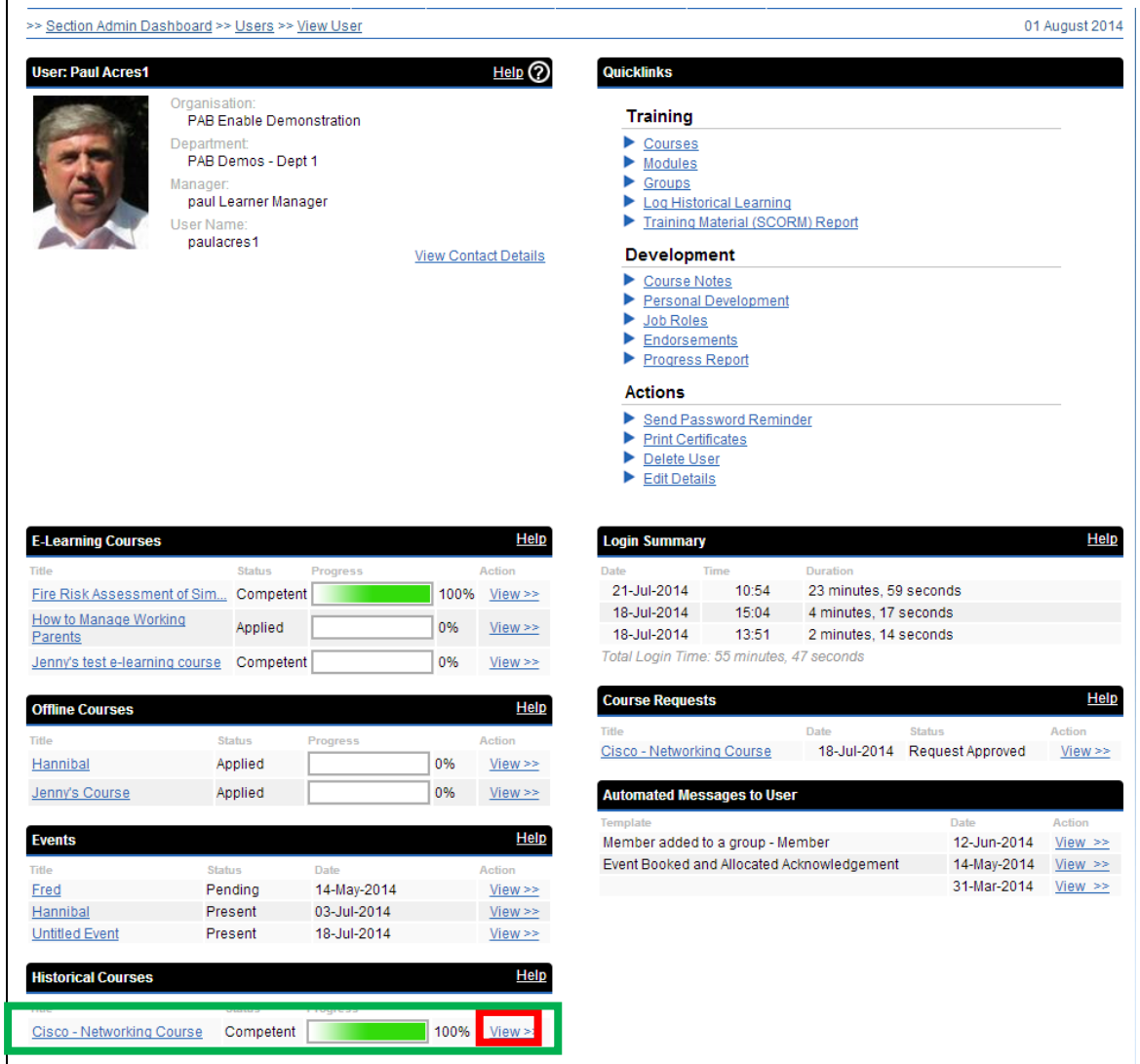
Section Admin Procedure	Section Admin Dashboard>Users
Organisation Admin Procedure	Organisation Admin Dashboard>Users
Organisation Admin Basic Procedure	Organisation Admin Basic Dashboard>Users

2) Select user required and click **View User** button

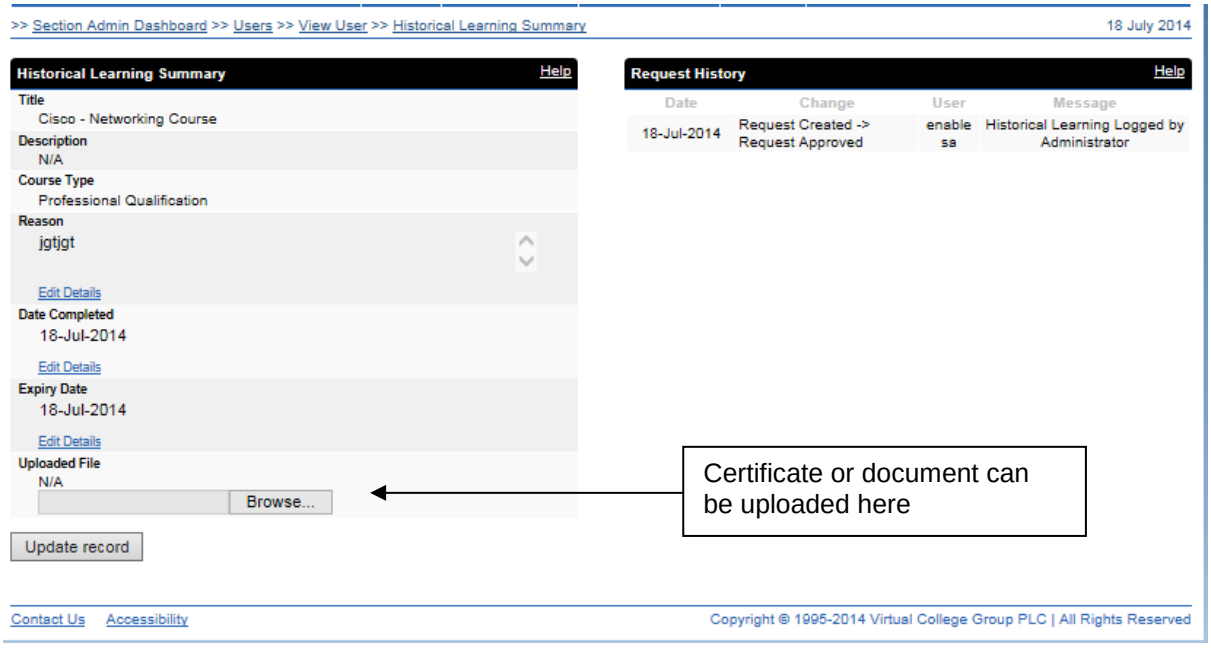


3) Select **View**

In this example the Learner has completed a CISCO course at an FE College



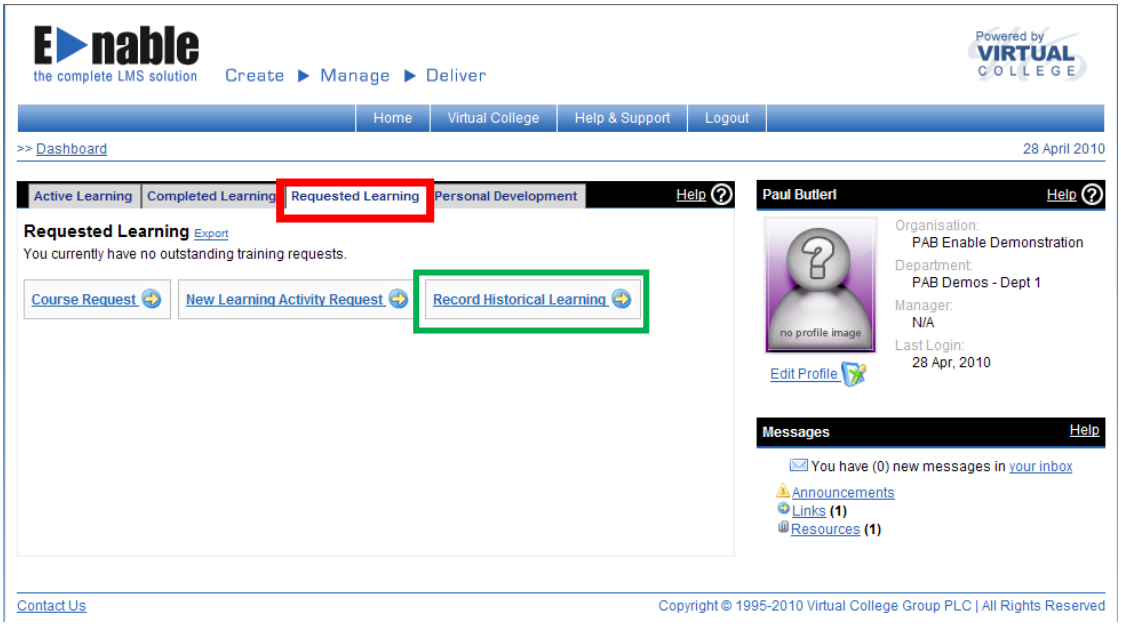
This is the Administrator view of a learner's historical learning record



HISTORICAL LEARNING – LEARNER VIEW

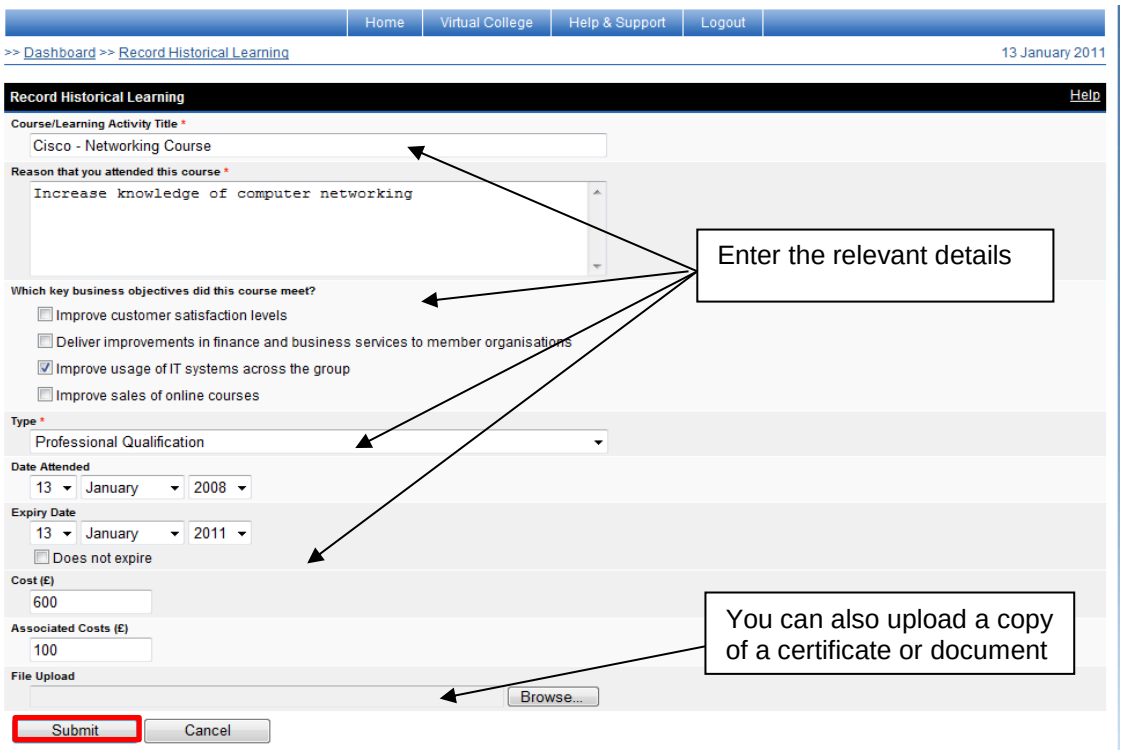
1) Select the **Requested Learning** tab from the learner dashboard

2) Then Select **Record Historical Learning**



3) Select **Submit** when form has been completed.

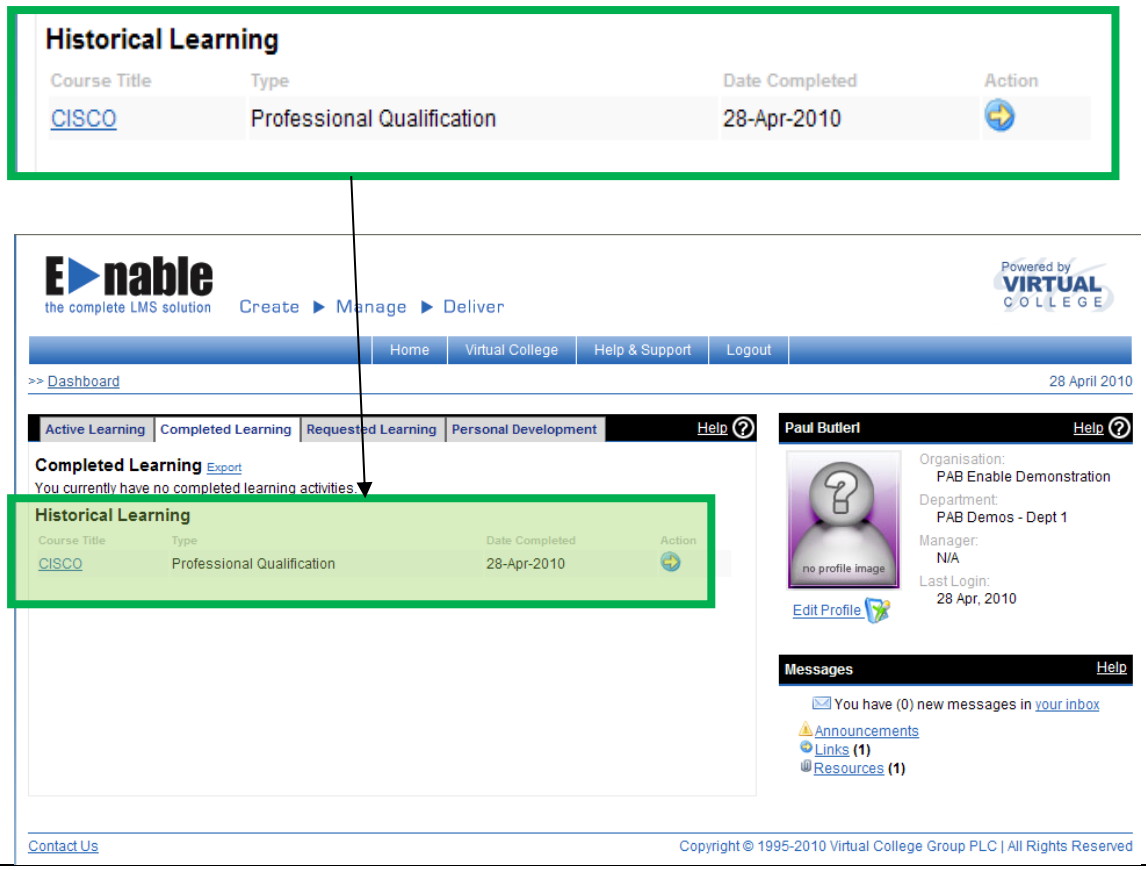
The learner fills in the relevant information



4) Select **Completed Learning** tab from learner dashboard

5) Select **Action button**

Prior learning has been recoded here.



This is the learner's view of an historical learning record.